

BOXBOROUGH HOUSING BOARD MINUTES
BOXBOROUGH AFFORDABLE HOUSING TRUST MINUTES
December 9, 2009

Housing Board Members Present: Al Murphy, Chair; Channing Wagg, Ron Vogel, Diane Friedman, Joan Meyer
Housing Trust Members Present: Al Murphy, Les Fox, Channing Wagg, Karim Raad, Kristin Hilberg
Others Present: Elizabeth Hughes, Town Planner, Margaret Dennehy, Town Treasurer, Colleen Whitcomb, secretary

The joint meeting of the Housing Board (BHB) and the Housing Trust (AHT) was called to order at 7:30 p.m.

I. Information Items

- A. The upcoming changes to the Open Meeting Law were discussed. The Town Clerk will get information to the Boards detailing the changes that are scheduled to go into effect in July of 2010.

II. Old Business (taken out of order)

- A. 232 Swanson Road unit 628 – Town Counsel has responded to the Board's request for clarification of the "Windfall Amount" referenced in the deed rider for the Condo Exchange Unit owned by Mr. Esteves. Colleen will draft a letter to Mr. Esteves informing him of the Board's vote at the last meeting to not exercise the first right of refusal.

III. Minutes

- A. The AHT minutes from October 29 were approved on a motion by Channing, seconded by Les with all voting in favor.
- B. The BHB minutes from November 18 were approved on a motion by Joan, seconded by Al with all voting in favor.

IV. New Business

- A. The Board reviewed a chart of existing and proposed affordable housing in Boxborough. Elizabeth reviewed the status of the town's compliance with the state's requirements for affordable housing.
- B. Les gave an overview of the responsibilities of the BHB and AHT to new members Karim Raad and Kristin Hilberg. The BHB is charged with the production and management of affordable housing. The trust was established to oversee the expenditure of funds from the money that the town received in settlement of a lawsuit against the developers of Boxborough Meadows.
- C. Town Treasurer Margaret Dennehy gave a report of the current balance and investment history of the trust fund. Channing said the AHT would like to receive quarterly reports from Margaret and the Town Accountant. Channing made a motion to schedule a joint meeting with the BHB and the AHT in April, July, and Oct. 2010 to review quarterly reports, and then semi-annually thereafter. Karim seconded the motion with all voting in favor. Margaret also informed the Board that there is approximately \$79,000 remaining of the money that was borrowed for the Condominium Exchange Program and asked if the Board would be willing to close that out to decrease the town's debt. (Diane recused herself from all discussion about the Condo Exchange Program) Ron made a motion to close out the balance. Channing said he did not think the Board should make a decision on this tonight because there may be a good use for that money and he did not want to give up an opportunity to use it. There is a possibility that the money could be used to pay off the septic assessments for the Condo Exchange Units. Karim suggested they close the account and consider using the trust fund money to pay the septic assessments if the BHB goes forward with that idea. Margaret said she would review the warrant article to determine the exact purpose(s) for which the money can be used. Ron withdrew his motion. This will be revisited at the next meeting when the Board has more information from Margaret.
- D. Elizabeth gave a report on the expenditures from the trust fund to date. The BHB has made requests for funds six times, and some of the money has not been used. Colleen will prepare a list of balances remaining in the six accounts and the BHB will vote on returning those funds to the trust at the next meeting.

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E. There was a discussion about future expenditures of the trust funds. Channing presented information about the town's population. The development of elderly affordable housing was discussed. Kristin said there are other segments of the population also in need. Les brought up the Affordable Housing Long Range Plan and thought it was time to review and update it. He will check to see when the update is due.

V. Election of AHT Officers

- A. Chairman – Al nominated Les. Karim seconded with all voting in favor.
- B. Vice-chairman – Channing nominated Kristin. Al seconded with all voting in favor.
- C. Secretary – Karim nominated Channing. Kristin seconded with all voting in favor.

The meeting was adjourned at 9:25 p.m.
Respectfully submitted by Colleen Whitcomb

Approved: _____ Date: _____